



Naval Reserve
Security Group Command

Mobilization Handbook



**A Resource for Cryptologic Reservists
and Their Families During Recall**

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From the Commander

The Naval Reserve Security Group Command has prepared this handbook to assist our Selected Reservists and their families in the event of mobilization. As members of the Ready Reserve, all of us have made the commitment to be ready for recall when our country requires.

Take a few moments to review this handbook. In it you will find answers to the questions you may have about mobilization. We have developed sections on family support, medical benefits, and helping your employer deal with your possible mobilization.

The Command is also concerned for the hardships imposed on spouses and families. We have done an extensive search of the World Wide Web for sites where the Navy, Department of Defense, and social service organizations provide assistance for service members and their families to make the separation more bearable.

I am extremely proud and grateful for the level of professional expertise that our reserve cryptologists provide to active duty forces during times of national emergency.



RADM James B. Plehal
Commander,
Naval Reserve Security Group Command

Mobilization Q & A

Why can I be recalled to active duty?

The Naval Reserve is the primary source of personnel to expand the Navy beyond its active duty force capability. The Navy's mobilization assets consist of the Ready Reserve (SELRES, IRR), Standby Reserve (S-1, S-2), Fleet Reserve, USN, and USNR retired personnel, and new accessions from volunteer and selective draft categories. By authority of Title 10 USC, the President, Congress, or the Secretary of the Navy can recall Navy mobilization assets to active duty depending on need, national defense interests, operational requirements, national emergency, or war.

Can I be involuntarily recalled for active duty?

Yes. However, in special cases recallees who have significant personal, legal, medical, transportation, or other issues requiring special attention or affecting their mobilization may be eligible for exemption from or delay in mobilization. A Special Cases Board will be convened by the Naval Personnel Command (NPC) to review cases of individuals who believe they have reasons for delay for more than 30 days. From the day and time specified for reporting for mobilization, recalled reservists will be on temporary active duty and subject to the UCMJ, until determination of the exemption or delay is finalized.

How long will this recall or mobilization last?

You can be mobilized for as short as 15 days by the Secretary of the Navy, or for the duration of a war or national emergency, plus six months, by authority of the President or Congress. If you are mobilized or recalled for 180 days or more, you are entitled to full veteran benefits, comparable to your active duty colleagues.

What happens when I am activated?

When recalled, you may receive written or verbal instructions directing you to report to your Naval Reserve Activity (NRA) to begin the activation process. You are required to report to your NRA within 24 hours of notification unless a different reporting time is specified in the recall. You will report for activation processing with your seabag-ready for deployment. Your mobilization processing will include establishing a master military pay account, performing health and dental screenings, inspecting personal equipment and uniforms, and providing transportation coordination.

Mobilization Q & A (cont.)



How can I prepare for the possibility of mobilization?

The Ready Reserve Screening Questionnaire

Certifies your readiness for mobilization and is updated annually or when there are any significant issues that may affect your status as a reservist. This document is the primary means for ensuring that you are given fair treatment and consideration in matters relating to mobilization responsibilities. In addition to this screening document, there are many practical issues that you must attend to prior to mobilization to ensure the following documents are accurate and current:

Last Will and Testament:

- Designate a guardian for dependent children-particularly if you are a single parent or dual military couple.
- Ensure that your beneficiaries are accurately designated.

Page 2-Record of Emergency Data

Life Insurance /SGLI

- Beneficiaries are current.
- Employer Benefit Plan: determine whether or not this plan will continue to be in effect.

Power of Attorney

- Determine if needed-for what issues-and to whom designated.

Family Care Plan

- Review and designate who will care for your dependents.

It is important that you prepare and maintain a personal at-home file containing the documents identified on pages 16 through 26 of this Mobilization Handbook.

What type of assistance will be available to deal with personal financial matters if I am mobilized?

The Soldiers and Sailors Civil Relief Act is the law which assists members who are mobilized to active duty. The purpose of the Relief Act is to postpone or suspend some of the civil obligations of military reservists at the time of mobilization to allow them to give full attention to their military duties. You must be proactive in applying to a court of competent jurisdiction where you reside in order to obtain relief under the provisions of the Relief Act. Court assistance may include reducing interest payments (e.g. mortgages, car payments, credit cards), reducing child support payments, staying judgment executions (e.g. lawsuits) and court proceedings (e.g. divorce proceedings), and delaying court hearings.

Mobilization Q & A (cont.)

Who will provide assistance to my family if I am recalled to active duty?

Upon your request, your Unit Command Officer can provide a point of contact for advice and assistance for such issues as obtaining dependent identification cards, automobile base stickers, commissary privilege cards, and information regarding legal and medical issues.

Naval Reserve Security Group Command (NRSGC) staff members are available to offer assistance or provide appropriate points of contact to you or your family should questions or issues arise at any time during the recall or mobilization process. You may contact the NRSGC Mobilization Liaison Officer toll-free at 1-800-213-4418. You may also contact the NRSGC Mobilization Liaison Officer via the internet using the following e-mail address: mobilize@nrsgc.cnrf.navy.mil.

Is my family eligible for medical benefits while I am on active duty?

Yes. When you are recalled to active duty for 30 days or more, you and your family are eligible for Tri-care, the U.S. military's upgrade to the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS).

Will someone from the active duty Navy or Naval Reserve contact my employer to explain my recall to active duty?

Upon your request, your Unit Commanding Officer or designate will contact your employer to explain your recall to active duty. The contact may be by telephone, personal visit, or letter. Additionally, the National Committee for Employer Support of the Guard and Reserve (NCESGR) is ready at the national and state level to work with your employer in explaining your rights under federal law.

Must my employer offer me my job back when I return from active duty?

Following active duty recall, you have a right to reemployment with your employer if you meet the following eligibility criteria:

1. You had a full time position with this employer prior to recall.
2. You gave notice to your employer of your departure due to active duty recall.
3. Your recall did not exceed a 5-year period of voluntary duty.
4. You served under honorable conditions.
5. Upon return from active duty, you report to your civilian employer and submit a timely application for reemployment.

If you are involuntarily recalled to active duty, the 5-year time limit does not apply.

Mobilization Facts

Authority for recalling reservists is subject to several sections of Title 10 U.S.C. and may involve individual reservist recalls or the mobilization of the entire U.S. Military Reserve and Guard.

There are **4** levels of mobilization



- ➡ **PRESIDENTIAL SELECTED RESERVE CALL-UP (PSRC)** permits the recall of up to 200,000 Selected Reservists from all services for periods of up to 270 days. The PSRC does not require a declaration of emergency.
- ➡ **PARTIAL MOBILIZATION** occurs when the President or Congress authorizes the recall of up to 1,000,000 reservists in response to war or other national emergency involving a threat to national security.
- ➡ **FULL MOBILIZATION** occurs when Congress mobilizes all Armed Forces Reserve units in response to a declaration of war or national emergency.
- ➡ **TOTAL MOBILIZATION** occurs when the President and Congress expand the active Armed Forces by drafting personnel beyond the existing force structure to meet the total requirements of a war or other national emergency involving an external threat to national security.

Delays and Exemptions

There may be valid reasons for granting individual delays in reporting during mobilization. Factors to consider in adjudicating delay and exemption requests are varied and depend upon circumstances of each individual case. The following information is relevant regarding delays and exemptions:

- ➡ A justifiable delay will not be used as a means for exempting an individual from mobilization. It will only delay the delay the required report date.
- ➡ A temporary physical disability does not routinely justify a delay of mobilization. Individuals with temporary physical disabilities may be placed in less demanding military jobs until they are deemed qualified for reassignment.
- ➡ Delays normally will not be granted to Ready Reservists experiencing difficulties in arranging dependent care. Single parents and dual military couples are required to make suitable dependent care arrangements through Family Care Plans to ensure immediate mobilization availability.

Family Care Plan



One of the most important steps in preparing yourself and your family for mobilization is developing a Family Care Plan. The Family Care Plan identifies and ensures that single military members, single parents, and dual military couples with dependents have made adequate dependent-care arrangements to ensure the reservist is worldwide deployable. This plan outlines the legal, medical, logistical (housing, food, transportation), educational, financial, and religious arrangements for the care of the reservist's family. The plan must detail all reasonably foreseeable situations in order to provide for a smooth transfer of responsibilities to the caregiver in the absence of the reservist.

Responsibility for initiating and developing a workable Family Care Plan resides with the reservist. It is critical to the well-being of your family that the designated caregiver receive all information and documentation needed to carry out the Plan and provide for the reservist's dependents during the period of recall and mobilization.

A formal Family Care Plan is required for all reservists who find themselves in any of the following situations:

- A single parent with custody of children under 19 years of age.
- Both members of a dual military couple with custody of children under 19 years of age.
- Family circumstances or other personal status changes in which the member becomes solely responsible for the care of another person, such as:
 - Birth or adoption of a child under the age of 19
 - Loss of a spouse
 - Assumption of care for an elderly or chronically ill family member.

At a minimum, the Family Care Plan shall include written provisions for the following:

1. Short-term absences: Periods of annual training or short-term recall and mobilization.
2. Long-term absences: Periods of annual training or long-term recall and mobilization.
3. Financial arrangements for family members.
4. Logistical/transportation arrangements for the family or caregiver, as necessary.
5. Designation of an alternate caregiver, in the event the primary caregiver is unavailable to assist the family.

Reservists are required to submit and or review a Family Care Plan at several points in their career, and at a minimum:

- Annually
- Prior to affiliation, enlistment, or reenlistment

For reference, please see the enclosed Family Care Plan Checklist, the Family Care Plan Certificate, and the Family Care Plan Arrangements documents at the end of this handbook.

Legal Issues

Legal arrangements are critical elements of the Family Care Plan and should be in order at all times. As a reservist subject to recall and mobilization, it is extremely important that-at a minimum-you keep current the following documents and personal information. You may need legal assistance for some documents and may contact a Navy attorney through the Base Legal Office.

Last Will & Testament

A will is a legal document that indicates disposition of your property after death and nominates a guardian for your children. If you die without a will (intestate), the state will divide your property and may appoint a guardian and rule on custody of your children. Review your will regularly and keep it in a secure location. Ensure your Personal Representative (the person you choose to carry out your will) is aware of the location of your will. Your will is a key component of your Family Care Plan.

Record of Emergency Data (Page 2)

It is critical that you maintain a current Page 2. Any change in family status requires a Page 2 update. This document denotes your dependents, designates allotments for MIA, specifies beneficiaries for pay and allowance, and identifies the location of your will and other valuable papers.

Servicemen's Group Life Insurance (SGLI)

Military reservists automatically qualify for \$200,000 of life insurance coverage for a reasonable monthly fee. You must designate your beneficiaries, and although not recommended, may choose to refuse or reduce coverage. Consider SGLI as a good foundation for your life insurance needs and a component of your Family Care Plan.

Defense Enrollment Eligibility Report System

Defense Enrollment Eligibility Report System (DEERS) enrollment of SELRES personnel and their family members (spouse, children, parents) is mandatory to ensure instant eligibility for benefits upon recall or mobilization. You must provide dependent information, upon any change in family status, to your local PSD to enroll family members in DEERS.

Legal Issues (cont.)

Power of Attorney

The Power of Attorney (POA) is an extremely powerful written legal document. It allows whomever you designate to act on your behalf, restrained only by the type of POA you have authorized. Before naming anyone to act on your behalf, it is imperative you seriously consider the purpose and type of Power of Attorney to enact. It is strongly recommended you see an attorney to draft a POA.

The most common Power of Attorney's include:

General POA

Provides to whom you designate, total and unlimited control of all your financial matters, and personal and real property (e.g. stocks, checking/savings accounts, car, house) until revoked in writing.

Limited/Special POA

Provides limited control over specific events, obligations, and personal matters (other than medical issues) usually within a designated time-frame, such as buying/selling property, filing taxes, enrolling children in school. Dual military couples should consider a Limited POA for delegation of parental powers at the time of recall or mobilization.

Medical POA

Provides to whom you designate, the power to make medical decisions on your behalf, in the event of incapacitation. A medical POA provides unique medical authority-not to be confused with a living will. It is not a component of a General POA and should be prepared separately from all other POAs.

Medical Care

U.S. Department of Defense
MILITARY HEALTH SYSTEM
Military Readiness and Peacetime Health Care



TRICARE

TRICARE is the current medical coverage program for all service members. As the U.S. military's upgrade to the Civilian Health and Medical Program of the Uniform Services (CHAMPUS), TRICARE provides medical coverage for active duty members and their dependents. As a reservist, if you are recalled or mobilized for 30 days or more you and your family are eligible for TRICARE coverage.

To document your eligibility, you and your family must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS). To active TRICARE coverage, you must select one of the three coverage plan options: Prime, Extra, and Standard.

TRICARE Coverage Highlights for reservists who are recalled or mobilized:

- ➡ Eligibility for coverage begins the day the orders begin.
- ➡ You must confirm whether your civilian company health care benefits continue for you and your family while you are deployed. This decision is critical as the federal government will always view TRICARE coverage as the second payer to civilian insurance.
- ➡ You and your family may receive care through Military Treatment Facilities (MTF) and/or civilian TRICARE network providers.
- ➡ To facilitate access to MTF care, eligible family members are advised to provide their military ID cards and a copy of their military sponsor's orders to the TRICARE provider when attending an appointment.
- ➡ While you will qualify for medical and dental coverage upon recall or mobilization, you may not enroll your dependents for dental coverage unless your orders are for two years or more.

Information on the three TRICARE options are available through three sources: the Health Benefits Advisor at any Military Treatment Facility, Regional TRICARE offices at the toll-free telephone numbers listed below, and the TRICARE web site at www.tricare.osd.mil.

TRICARE Has Three Options

TRICARE PRIME is patterned after health maintenance organizations (HMO). There is no deductible.

TRICARE EXTRA is similar to the Preferred Provider Organization (PPO). You pay an annual deductible and share costs of care.

TRICARE STANDARD allows you to choose a provider to receive care. You pay a percentage of total charges for medical care after an annual deductible.

TRICARE Regions

Northeast	1-888-999-5195
Northwest	1-800-404-0110
Southeast	1-800-444-5445
Central States	1-888-874-9378
Heartland	1-800-941-4501
Southwest	1-800-406-2832
Gulf South	1-800-444-5445
Mid-Atlantic	1-800-931-9501
Northern CA/Golden Gate/So. CA/	
Hawaii/Alaska	1-800-242-6788
Pacific/Puerto Rico/Latin America/	
Canada/Europe	1-888-777-8343

Your Employer



Congress enacted the **Uniformed Services Employment and Reemployment Rights Act (USERRA)**, coded Title 38, U.S.C., in 1994, to provide members of the Armed Services the opportunity for reemployment with pre-service employers following return from military obligations due to annual training, recall, or mobilization. This act applies to any person who leaves a civilian job to enter active duty either voluntarily or involuntarily-in peacetime or war.

Eligibility Criteria

To have the right for reemployment following recall or mobilization, reservists must meet the following eligibility criteria:

1. Have held a position with this employer prior to recall or mobilization-temporary prior employment may not qualify.
2. Have provided notification to the employer of your departure due to active duty recall.
3. Have performed active duty not exceeding a 5-year period of voluntary duty.
4. Have served under honorable conditions.
5. Upon return from active duty, have reported to your civilian employer and submitted a timely application for reemployment.

Entitlements Upon Return

If the reservist meets the eligibility criteria cited above, the following basic entitlements to reemployment apply.

1. Prompt reinstatement.
2. Accrued seniority-as if the member had been continuously employed.
3. A position of exact or equivalent status.
4. Reinstatement of health insurance coverage.
5. Training or retraining.
6. Special protection against discharge, except for cause.

Two government organizations provide extensive information on the USERRA. They are the Office of the Secretary of Defense/Reserve Affairs and the Employer Support of the Guard and Reserve (ESGR). Both can be accessed on the World Wide Web at the following addresses:



Office of the Secretary of Defense/Reserve Affairs

<http://raweb.osd.mil>



Employer Support of the Guard and Reserve (ESGR)

<http://ncesgr.osd.mil>

The Naval Reserve Security Group Command is concerned about employer relations in the event you are recalled or mobilized to active duty. Arrangements can be made to have your Commanding Officer or designate contact your employer to explain the circumstances of your recall to active duty. The contact may be by telephone, personal visit, or letter. Additionally, periodic updates can be provided to your employer regarding your deployed status.

Family Support

The Navy and the Department of Defense have established a large number of internet sites to provide information to the spouses and families of service members recalled or mobilized to active duty. All of these sites are free and have links to other family related services.



Naval Reserve Security Group Command

<http://www.nrsgc.cnrf.navy.mil>

Provides information assistance to the reservist and family members regarding important points of contact within the command, current events, national and regional issues, ongoing mission activities, and information packets on mobilization sites.



Lifelines

<http://www.lifelines4qol.org>

Provides Quality of Life support services including links to community facilities and services and a locator service to military commissaries and exchanges.



Military Assistance Program

<http://dticaw.dtic.mil/mapsite/>

Helps organize information for a personally tailored search for services and support. Includes everything from child care to money management.



SpouseNet

<http://www.spousenet.com>

A peer-support network. Includes pay charts, links for spouses, news, and links to official military websites.



FAMNET Crossroads

<http://www.famnet.com>

A locator service for all Department of Defense locations in the world.

Family Support (cont.)



The American Red Cross

<http://www.redcross.org>

Provides a wide range of services including a locator service for local Red Cross chapters. Also provides emergency contact with members overseas, in the event of a family crisis.



The Navy Wifeline Association

<http://www.bupers.navy.mil/wifeline/journal/wifeline.html>

Support services for the Navy female spouse.

Helpful Information

Pay and Allowances

Reservists are eligible for Regular Military Compensation (RMC) when on active duty as a result of recall or mobilization. Detailed information regarding pay and allowances is available from your Personnel Support Detachment (PSD) and through a number of internet sites referenced in the Family Support section of this handbook.



The three main elements of RMC are:

1. Basic Pay (BP)
2. Basic Allowance for Subsistence (BAS)
3. Basic Allowance for Housing (BAH)

Emergency Assistance



Armed Forces
Emergency Services

Keeping Families in Touch



The American Red Cross

<http://www.redcross.org>

Provides assistance in times of emergency. In the event of a death or serious illness in the immediate family, the birth of a child, or response to other family emergencies, the American Red Cross can facilitate communications and logistics necessary to bring together family members, Command representatives and Emergency Action Officers. The American Red Cross also offers counseling, information, referrals, and other social services to family members.



The Navy-Marine Corps Relief Society

<http://www.nmcrrs.org>

A private, non-profit charitable organization whose purpose is to assist Navy and Marine Corps personnel and families in time of need. The society's primary activity is disbursing emergency interest-free loans and grants, but it also offers counseling and educational scholarships.

Shopping Services

Military exchanges offer you and your family the opportunity to shop on-line via the internet. You may charge to a major credit card, the AAFES DPP card, or your NEX card, and have your order shipped immediately. The sites noted below offer a full range of products and services that may be helpful to you and your family during your recall or mobilization deployment.



Navy Exchange

<http://www.navy-nex.com>

Offers a full range of services including information on ordering uniform items.



Army & Air Force Exchange Service

<http://www.aafes.com>

NOTICE: The Commander, Naval Reserve Security Group Command does not endorse any of the internet sites listed in the Mobilization Handbook. References to organizations, addresses, and services are provided for informational purposes only.

Supporting Your Shipmate



There is a dramatic lifestyle change when a shipmate is recalled to active duty. Often times the notice to report is extremely short and may place great stress on the member, his/her spouse and family, and employer. In the event a shipmate is mobilized, here are some ideas that may help make your shipmate's transition a little easier:

Stay in touch with the family. Offer to provide as much help as possible to the spouse and family left behind. This could include mowing the lawn, helping to clean the house, and assisting in track-

ing down Navy-related information. Include them in social events and help to familiarize them with what they may expect from the Navy during their spouse's mobilization.

Write to your shipmate as often as possible. Correspondence simply shows your shipmate that you care and are concerned for his/her moral support and encouragement. Send pre-addressed and pre-stamped envelopes and stationary. Remember-mission operations may preclude your shipmate from returning timely responses to your letters.

Send photographs and news clippings from local papers.

Send a "Care Package" to your shipmate.

Share the news of your deployed shipmate with those at home.



Certification of Mobilization Readiness

Ref: (a) BUPERSINST 1001.39C
(b) OPNAVINST 1740.4
(d) SECNAVINST 1001.10F

1. Per reference (a) all Ready Reservists are required to complete the Ready Reserve Screening Questionnaire, NAVPERS 1001/3 upon initial affiliation and each fiscal year, thereafter to ensure all members are immediately available for recall or mobilization. All Selected Reservists (SELRES) and Ready Reservists assigned to a VTU unit will complete and review the completed questionnaire with their Unit Commanding Officer (CO). Member's will sign the Ready Reserve Screening Questionnaire certifying that they are ready for immediate mobilization and that they will expeditiously notify their CO should circumstances arise that would prevent their availability. If any of the following blocks are circled "YES", the following notes apply:
 - a. Blocks 2, 10, 12 and 13: Unit CO must investigate. If it is determined that the member's mobilization is restricted, submit a letter to Naval Air Reserve Center (NARCEN) CO providing details. See section 2103.1 for a discussion of key employees. If the reserve center determines the situation cannot be resolved, they must forward the letter to BUPERS (PERS-91) via the Echelon 4 command requesting a change to the member's status.
 - b. Blocks 3 and 4: Unit CO must comply with OPNAVINST 1740.4. Ensure member has current Family Care Plan Certificate (NAVPERS 1740/6), Family Care Plan Arrangements (NAVPERS 1740/7), and Navy Dependent Care Certificate in service record; copy in unit files. If the member is married to a prior service spouse, ensure that the spouse is not still under contract with the military. If the spouse is still subject to recall (e.g. as a member of the Individual Ready Reserve (IRR) with an unfulfilled MSO), ensure the member completes the required forms.
 - c. Block 5: Unit CO must ensure compliance with OPNAVINST 6110.1.
 - d. Block 6: Unit CO must ensure the information is provided to the NARCEN Medical Department for determination of member's status per appropriate medical directives and BUPERSINST 1001.39C.
 - e. Block 7: Unit CO must interview the individual to ascertain if the member is actually attending a recognized theological or divinity school and is preparing to become an ordained minister, cleric, or equivalent. If both conditions are met, submit a letter to BUPERS (PERS-91) via Echelon 4 and 5 commands providing details. This may result in the member's removal from the unit and a transfer to the Standby Reserve-Active (USNR-S1) after evaluation by BUPERS. However, if the member is merely pursuing religious studies for educational purposes and does not intend to become a minister of a particular faith group, then comment accordingly and forward the NAVPERS 1001/3 to the parent Naval Reserve Activity (NRA).

Certification of Mobilization Readiness (cont.)

- f. Block 8: Unit CO must provide details to the NARCEN Manpower Department. Per SECNAVINST 1001.10F (NOTAL), these members may remain Ready Reservists but are restricted during mobilization to student, intern, resident, or fellow assignments. Order issuing authorities: reassign, if appropriate, to a medical unit or billet or VTU until member completes studies; request Bureau of Medicine (BUMED (MED 75)) NOBC 0104 to interns or 0106 to residents.
- g. Block 9: Unit CO must screen members for Key Employee status. At mobilization, Ready Reservists will not be exempted or deferred from mobilization due to civilian employment. If a member is considered a key employee, the employment organization, point of contact and telephone number must be filled in this block.
- h. Block 11. The member may not be assigned to active duty on land outside the United States or its territories and possessions until this training is complete. Consult with the reserve activity to ensure the member is assigned to an appropriate mobilization billet and to determine when training can be provided.

Privacy Act Statement

- Authority:* 5 U.S.C. 301, Departmental Regulations, and Executive Order 9397 for soliciting your Social Security Number.
- Purpose:* The information sought on this form is requested for the management and administration of personnel assigned to the Ready Reserve.
- Routine Uses:* The information will be used by officials and employees of the Department of Defense in verifying your qualifications and suitability for continued assignment to the Ready Reserve.
- Voluntary:* Disclosure of the requested information is voluntary; however, failure to provide the requested information may result in an inability to provide services and benefits, in an inability to take or complete personnel actions, or in taking other administrative actions.

READY RESERVE SCREENING QUESTIONNAIRE

PRIVACY ACT STATEMENT:

AUTHORITY to request the following information is derived from 5 U.S.C. 301, 10 U.S.C. 5031, Executive Order 9397 and BUPERSINST 1001.39. The information sought on this form is requested for the management and administration of personnel assigned to the Ready Reserve.

ROUTINE USES: The information will be used by officials of the Department of the Navy in verifying your qualifications and suitability for continued assignment to the Ready Reserve. No information will be disclosed outside the Department of Defense, except in accordance with SECNAVINST 5211.5D, Para. (14) (11) (c).

VOLUNTARY: Completion of this form is voluntary. Failure to provide the requested information, however, may result in an inability to provide services and benefits, and to take or to complete personnel and other administrative action.

NAME: (Last, First, Middle Initial)

SSN:

PAY GRADE:

DESIG/RATE:

Please circle your response. Provide amplifying information as required.

1. Is your NAVPERS 1070/602, Record of Emergency Data current? If no, review and update as necessary.	YES	NO
2. Do you have a dependent(s) who would prevent, restrict, or delay your mobilization? If yes, explain. See note 1 of BUPERSINST 1001.39 (ch. 21).	YES	NO
3. Do you have a spouse who is an active or reserve service member? If yes, see notes 1 and 2 of BUPERSINST 1001.39 (ch. 21).	YES	NO
4. Are you a single member with a dependent(s)? If yes, see notes 1 and 2 in BUPERSINST 1001.39 (ch. 21).	YES	NO
5. Have you within the last year failed to meet, or do you believe you are now unable to meet, the physical readiness standards per OPNAVINST 6110.1? If yes, explain below. See note 4 in BUPERSINST 1001.39 (ch. 21). _____	YES	NO
6. Do you have a medical problem or physical defect which might prevent your mobilization or restrict your assignment? If yes explain below. See note 4 in BUPERSINST 1001.39 (ch. 21). _____	YES	NO
7. Are you preparing for religious ministry by attending a recognized theological or divinity school, or an equivalent, or preparing to meet religious faith group requirements? If yes, identify institution, course of instruction, and date entered program below. See note 5 in BUPERSINST 1001.39 (ch. 21). _____ Institution: _____ Course: _____ Date: _____	YES	NO
8. Are you a student, resident, or intern in any educational program which leads to certification as a medical doctor or dentist? If yes, describe program, credential to be awarded, date started, and expected duration of course. See note 6 in BUPERSINST 1001.39 (ch. 21). _____	YES	NO

READY RESERVE SCREENING QUESTIONNAIRE (cont.)		
9. Are you a key employee at your place of employment? If yes, provide the information requested below. See note 1 in BUPERSINST 1001.39. Name of organization: _____ POC: _____ Phone: _____	YES	NO
10. Do you have any beliefs that would prevent or restrict your service during mobilization or recall? If yes, explain below. See note 1 in BUPERSINST 1001.39 (ch.21). _____ _____	YES	NO
11. Are you a non-prior service member who has not completed a 12 week period of basic training or its equivalent? If yes, describe the circumstances. See note 1 in BUPERSINST 1001.39 (ch.21). _____ _____ _____	YES	NO
12. Do you know of any reason why your recall to active duty would create a personal or community hardship? If yes, explain. See note 1 in BUPERSINST 1001.39 (ch.21). _____ _____	YES	NO
13. Is there any other reason why you would not be immediately available for recall to active duty? If yes, explain. See note 1 in BUPERSINST 1001.39 (ch.21). _____ _____ _____	YES	NO
CERTIFICATION BY PERSON COMPLETING FORM		
I certify that the information I have provided is complete and accurate to the best of my knowledge. I will expeditiously notify my commanding officer of any circumstances that may develop in the future that could delay or prevent my immediate mobilization.		
MEMBER'S SIGNATURE:	DATE:	
COMMANDING OFFICER'S ENDORSEMENT (SELRES AND VTU only)		
<input type="checkbox"/> I consider the member mobilization ready. I will report any changes to the member's status that may affect his/her mobilization to the local Naval Reserve activity.		
<input type="checkbox"/> I consider the member not mobilization ready. The following action has been taken: _____ _____		
<input type="checkbox"/> Forwarded to Activity Commanding Officer for further review.		
UNIT COMMANDING OFFICER'S SIGNATURE:	DATE:	
ACTIVITY COMMANDING OFFICER'S SIGNATURE:	DATE:	

Family Care Plan Checklist

1. The following checklist is designed to assist a member in developing and updating Family Care Plans. The checklist should not be considered all inclusive and should be modified as the circumstances of each individual dictate. Additional information and assistance is available from the command Family Care Plan Coordinator, Family Service Center, Legal Assistance Office, Navy and Marine Corps Relief Society counselors, Child Care Centers, Naval Reserve Activities and civilian social services organizations.

2. Checklist

- ☐ Qualified caregiver(s) designated and Family Care Plan established for:
 - ☐ Short-term absences (TAD, pre-deployment workups, training exercises)
 - ☐ Long-term absences (deployment)
- ☐ Family Care Plan contains provisions for:
 - ☐ Financial well-being of family members
 - ☐ allotments
 - ☐ bank accounts and access
 - ☐ Logistical arrangements
 - ☐ movement of family members and/or caregiver(s) to include financial, medical, and legal support arrangements which may be required
 - ☐ non-military escort for family members needing assistance (children, elderly, disabled)
 - ☐ care of home/quarters
 - ☐ family contacts
 - ☐ language translator (if required)
 - ☐ school arrangements
 - ☐ use of government services (commissary, exchange, etc.)
 - ☐ Medical/Dental arrangements
 - ☐ location of medical/dental/immunization records
 - ☐ special or unusual needs or therapy
 - ☐ medication requirements and prescriptions
 - ☐ names/locations of medical/dental providers
 - ☐ desires/directions in the event of a medical emergency
 - ☐ access to military medical treatment (use of military hospitals and clinics, PRIMUS, CHAMPUS, TRICARE, etc.)
 - ☐ private insurance (CHAMPUS Supplement, MEDICARE/MEDICAID, etc.)

- ☐ Legal arrangements
 - ☐ name/location of attorney
 - ☐ will
 - ☐ power of attorney
 - ☐ person who will assume temporary responsibility for minor child(ren) in the event of death or incapacity of the service member recorded on page 2 remarks section of service record
 - ☐ use of personal property agreements
 - ☐ tax arrangements
 - ☐ family member military IDs/social security numbers
 - ☐ insurance policies (life, medical, property, fire, etc.)

- ☐ Caregiver(s) briefed by member on:
 - ☐ responsibilities under the Family Care Plan
 - ☐ logistical, financial, medical and legal arrangements
 - ☐ child care/behavioral changes
 - ☐ location of important documents
 - ☐ locations, points-of-contacts, and types of support available from Family Service Center, Navy and Marine Corps Relief Society, Child Development Centers, Navy Reserve Center, community and family support groups and civilian social service organizations
 - ☐ information available through Family Service Center outreach program (if required)
 - ☐ command points-of-contact

- ☐ NAVPERS 1740/6 signed by caregiver(s) and member acknowledging responsibilities of the caregiver under the Family Care Plan and the receipt of a thorough briefing by the member on available military facilities, services, benefits, entitlements of family members as well as financial and logistical arrangements in the plan, documented on NAVPERS 1740/7. New forms are not required when updating the Family Care Plan unless there is a change in caregiver or the status under which the caregiver will provide care.

- ☐ Caregiver provided necessary legal documents required for care of family members and access to military facilities.

- ☐ Contingency plans and alternate caregiver(s) identified in the event a primary caregiver is unable to perform his/her responsibilities.

- ☐ Escort and dependent care arrangements in the event of a Noncombatant Evacuation Operation (NEO) or other evacuation is implemented (as required for overseas assignments).

- ☐ Completed Family Care Plan package on file with command.

**DEPARTMENT OF THE NAVY
FAMILY CARE PLAN CERTIFICATE**

PRIVACY ACT ADVISEMENT

AUTHORITY: 44 U.S.C. Section 3101; 5 U.S.C. Section 301; 10 U.S.C. Sections 133 and 5031; and E.O. 9397.

PRINCIPLE PURPOSE: To identify and ensure that single military members and military couples with dependents have made adequate dependent care arrangements and to ensure the member is worldwide assignable. The information which will be solicited is intended principally for the following purposes: (a) the personal information will facilitate combat readiness and document a plan for the care of your family members in the event of a medium or long term absence; (b) it will be used to evaluate compliance with the DOD and Navy program requiring Family Care Plans.

ROUTINE USES: To designate persons who will accept dependent care responsibility and to contact those persons to verify their willingness to act for the member in this capacity, and to advise the designee(s) when they are expected to discharge these responsibilities. The information may also be used to determine overseas suitability, conduct authorized investigations, and other lawful purposes.

DISCLOSURE VOLUNTARY: Disclosure of information concerning family members, their caregivers, and the personal arrangements surrounding the care of family members is voluntary. However, refusal to provide the requested information may result in the member failing to meet Navy obligations.

PART 1. APPLIES TO ALL SINGLE MEMBER SPONSORS AND MILITARY COUPLES WITH DEPENDENTS

1. I have been counseled and fully understand Navy policy on dependent care responsibilities. I have read and understand the Navy's policy that I must arrange for dependent care so that I will remain worldwide available as defined, and that I must report for duty as required without dependents.	Initials
2. I understand that failure to make and maintain an adequate Family Care Plan in accordance with the Navy's policy may be grounds for disciplinary action or separation from the Navy, or both.	
3. I understand that I may be subject to action under the Uniform Code of Military Justice if this statement is not accurate.	
4. I understand that I am subject to deployments on short notice and that I will not be guaranteed special privileges because I have dependents.	
5. My normal working hours are _____. I have made arrangements for the care of my family members during these hours as well as absences due to extended working hours and the execution of my military duties. I understand that if these arrangements for the care of my dependents fail, my absence from assigned duty is without authority unless excused by my commanding officer.	
6. I affirm that I have made and will maintain arrangements for the care of my dependents to permit me to be worldwide available during Duty Hours, Extended Duty Hours, Exercises, Unaccompanied Tours, Temporary Additional Duty, Permanent Change of Station, and other similar military obligations.	
7. I understand that I must revise or verify this plan at least yearly or on reassignment, reenlistment, extension of enlistment, or within 30 (60 days for Ready Reserve) of any change in my family or caregiver status.	
8. All of my dependents are 19 years or older and capable of self-care.	
9. I understand that while serving in an overseas area, I must arrange for the escort and care of my dependents to the designated person. If my principal caregiver is not in the local area, I understand that I must arrange with a nonmilitary person in the local area to assume temporary responsibility for my dependents until that responsibility is transferred to my principal caregiver.	
10. In the event of my death or incapacity, _____ (name, address, telephone number) has agreed to assume temporary responsibility for my minor children until the guardian named in my will assumes responsibility, or until a legal guardian or other custodian is appointed by a court of competent jurisdiction, or until my child(ren)'s non-custodial natural parent assumes custody, whichever occurs first.	
11. The attached form (NAVPERS 1740/7) explains what financial arrangements have been made to provide support for my family member(s) while they are under someone else's care, what logistical arrangements have been made to get my family members to the designated caregiver; where to go for routine and emergency medical treatment for my family member(s), and what the caregiver should do in the event they are no longer able to care for my family members.	
TYPED OR PRINTED NAME, GRADE/RATE, & SSN	SIGNATURE
	DATE

PART II. APPLIES TO ALL SINGLE MEMBER SPONSORS AND MILITARY COUPLES WITH DEPENDENTS**CAREGIVER ACKNOWLEDGEMENT**

12. I agree to accept responsibility and provide care for the family members of _____ if he/she must report for duty for extended work hours, recall, or TAD. I acknowledge that I have been fully briefed on: (a) Financial and logistical arrangements and location of important papers, (b) Military and civilian support resources available to assist in the care of family members including location and/or points-of-contact for the member's command, local Family Service Center, child care center, and Navy and Marine Corps Relief Society, and (c) Family member entitlements, available services, and access requirements for military base resources including medical and dental treatment facilities, exchanges, commissaries, and recreation facilities.

A. Member's absence is for a duration of **less than 30 days**.

SIGNATURE	ADDRESS (Include ZIP Code)
TYPED OR PRINTED NAME	
PHONE NUMBER (Include Area Code)	
WITNESS	WITNESS SIGNATURE

B. Member's absence is for a duration of **greater than 30 days**.

SIGNATURE	ADDRESS (Include ZIP Code)
TYPED OR PRINTED NAME	
PHONE NUMBER (Include Area Code)	
WITNESS	WITNESS SIGNATURE

PART III. APPLIES TO ALL SINGLE MEMBER SPONSORS & MILITARY COUPLES WITH DEPENDENTS SERVING OVERSEAS & ACCOMPANIED BY DEPENDENTS**CAREGIVER ACKNOWLEDGEMENT**

13. I agree to be responsible for accompanying and caring for the family members of _____ as an escort if evacuation from an overseas area becomes necessary.

TYPED OR PRINTED NAME	SIGNATURE
WITNESS	WITNESS SIGNATURE

PART IV. FOR IN-SERVICE COUPLES ONLY

14. Statement of Military Spouse: I have read my spouse's plan and concur.

TYPED OR PRINTED NAME & SSN OF SPOUSE	SIGNATURE OF SPOUSE
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PART V. COMMANDER CERTIFICATION

15. I have reviewed this Family Care Plan and I am satisfied that the member has made adequate family care arrangements that will allow for a full range of military duties and for worldwide availability as defined here..

SIGNATURE OF COMMANDING OFFICER	DATE
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FAMILY CARE PLAN ARRANGEMENTS

1. Financial—(Describe how you will provide support for your family members while they are under someone else's care. This may include an allotment, powers of attorney or bank accounts and access).

2. Logistical—(Describe how your family members will get to the designated caregiver. This is especially important if geographically separated. Describe how financial support necessary to effect transportation will be provided. Also discuss provisions for minor children if they have to travel to a caregiver and cannot go unaccompanied. Include any details concerning care of your home, school arrangements for children, points of contact for your caregiver in case of emergency, and use of government services, specifically, what directions have you given for access to the exchange, commissary, recreation, etc. Include all other arrangements that pertain to your situation. Don't forget to provide all prospective caregivers names to your child's school or day care center as persons authorized to pick-up child(ren)-this is particularly important in the event of your death or incapacity).

3. Medical—(Explain where your family member is to go for routine and emergency medical treatment. Does your caregiver know where medical/immunization records are? Do they have names and addresses of medical providers. Have you discussed with your caregiver any medical conditions or allergies that your family members have? Any special directions in case of a medical emergency? Don't forget special powers of attorney (SPOA) for medical treatments. A separate SPOA for medical treatments is not necessary if the Sample POA for Family Care Plan (enclosure (2) is utilized).

4. Legal—(Provide name, address, and telephone number of your attorney (if you have one); any legal documents your caregiver should have copies of such as your will, insurance policies, family members military ID cards, and your social security number. Also discuss what you have told your caregiver to do in the event they are no longer able to care for your family members. Who is your alternate caregiver? Add any other legal information that would be necessary).

TYPED OR PRINTED NAME OF MEMBER

SIGNATURE OF MEMBER

DATE

ACTIVATION/MOBILIZATION CHECKLIST

DOCUMENTS YOU MUST BRING FOR ACTIVATION/MOBILIZATION

The following documents are required (as applicable, for you and your dependents)

<p>A. PAY/DIRECT DEPOSIT/ALLOTMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Voided personal check or deposit slip (displaying bank address/telephone, bank routing/account numbers). <input type="checkbox"/> 2. Bank account information (bank address/telephone, bank routing/account numbers) for each desired allotment. <input type="checkbox"/> 3. Copy of current mortgage(s) (with principal/interest/tax/insurance breakdown) and documentation of one month's average utilities, OR copy of house or apartment rental agreement and documentation of one month's average utilities. <input type="checkbox"/> 4. Copy(s) of current child support agreement(s). <p>B. SERVICE RECORD/PSD</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Certification of discharge/separation (DD-214) for all periods of active duty. <input type="checkbox"/> 2. Your birth certificate or passport. (for OUTCONUS deployers). <input type="checkbox"/> 3. Birth, adoption or guardianship certificates for dependents. <input type="checkbox"/> 4. Social Security numbers for self and dependents. <input type="checkbox"/> 5. Certified copy of marriage certificate for present marriage. <input type="checkbox"/> 6. Certified copies of documentation terminating any previous marriage (divorce/annulment/spouse's death certificate). <input type="checkbox"/> 7. Certification of full-time enrollment for self and college-age dependents from school registrar. <input type="checkbox"/> 8. Signed statement from licensed physician for dependent parent/children over twenty-one years of age who are incapacitated. <input type="checkbox"/> 9. Current DON Family Care Plan Certificate (NAVPERS 1740/6). <p>C. SECURITY CLEARANCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Certified copy of naturalization papers. <input type="checkbox"/> 2. Name/addresses of personal/professional references (minimum of 3 each required). <input type="checkbox"/> 3. Names/addresses/dates of employment for past ten years (or since graduation from high school/college). 	<ul style="list-style-type: none"> <input type="checkbox"/> 4. Names/addresses and dates of high school and college. <input type="checkbox"/> 5. Addresses and dates of all previous residences. <input type="checkbox"/> 6. Name/dates/places of birth for your parents and your spouse's parents. <p>D. LEGAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Location of current valid will. <input type="checkbox"/> 2. Copy of current power(s) of attorney (business arrangements/tax filing/child care/dependents medical emergency care/household goods and POV storage). <input type="checkbox"/> 3. Documentation to support potential legal issues, such as loss of college tuition assistance, loss of security deposit on lease, loss of employee medical benefits, etc. <p>E. MEDICAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Copy of most recent eyeglass prescription and extra set of eyeglasses (Note: contact lenses may not be authorized depending upon duty assignment). <input type="checkbox"/> 2. Extra hearing aid/batteries. <input type="checkbox"/> 3. Documentation of significant medical/dental conditions not documented in military medical/dental records. <input type="checkbox"/> 4. Copy of prescription(s) issued by physician/dentist [or other documentation of approved medication(s)]. <input type="checkbox"/> 5. Documentation to support enrollment of exceptional family member in available Navy/DOD programs. <input type="checkbox"/> 6. Documentation of enrollment in TRICARE SELRES Dental Program (TSRDP). <p>F. PERSONAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Driver's license (to support issuance of government license). <input type="checkbox"/> 2. For those authorized POV travel, vehicle registration and insurance documentation. <input type="checkbox"/> 3. Documentation to support any claim for delay and/or exemption.
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* Note: If requirements listed above for service record/PSD and security clearances are already reflected in your service record, you do not need to bring additional documents. Any doubts, bring documents!!